**[Your Company Letterhead]**
[Company Name]
[Company Registration Number]
[Address]
[Telephone]
[Email]

**Date:** [Insert Date]

**To:**
The Compensation Commissioner
Compensation Fund
Department of Employment and Labour
Pretoria, South Africa

**Subject: Request to Amend Nature of Business on COIDA Record**

Dear Sir/Madam,

We, **[Insert Full Registered Company Name]**, with COIDA registration number **[Insert COIDA Number]**, hereby formally request the Compensation Fund to update the nature of our business as recorded under our profile.

Should you require any further information or documentation, please do not hesitate to contact us.

We trust that this request will receive your prompt attention.

Yours sincerely,
**[Your Full Name]**
**[Your Position]**
**[Company Name]**
**[Email Address]**
**[Phone Number]**